

*State of Rhode Island
Department of Administration*

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
State Departments and Agencies

DATE: May 25, 2001

FROM: Robert A. Poll, Associate Controller

SUBJECT: **FY 2002 EXCEPTION HOURS REPORT SCHEDULE**

Attached is the Payroll Attendance Report (PAR) calendar for fiscal year ending June 30, 2002.

Please distribute copies of this information to the appropriate personnel.

/hh
Attachment
CPO:01-10

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

**SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 30, 2002**

Pay Period #	Bi-Weekly Payroll Period Ending (Saturday)		Transmit to Central Payroll		Payday (Friday)		
1	July	14	July	16	July	20	❖
2	July	28	July	30	August	3	
3	August	11	August	14	August	17	❖
4	August	25	August	27	August	31	
5	September	8	September	10	September	14	❖
6	September	22	September	24	September	28	
7	October	6	October	9	October	12	❖
8	October	20	October	22	October	26	
9	November	3	November	5	November	9	❖
10	November	17	November	19	November	23	
11	December	1	December	3	December	7	❖
12	December	15	December	17	December	21	
13	December	29	December	31	January	4	❖
14	January	12	January	14	January	18	
15	January	26	January	28	February	1	❖
16	February	9	February	11	February	15	
17	February	23	February	25	March	1	❖
18	March	9	March	11	March	15	
19	March	23	March	25	March	29	❖
20	April	6	April	8	April	12	
21	April	20	April	22	April	26	❖
22	May	4	May	6	May	10	
23	May	18	May	20	May	24	❖
24	June	1	June	3	June	7	
25	June	15	June	17	June	21	❖
26	June	29	July	1	July	5	

❖ = Payday for "Special Contract Employees."

*****PLEASE NOTE*****

Every effort must be made to transit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be made on the Monday following the payroll ending date.